

Frequently Asked Questions

How much funding is expected to be available this year?

\$500,000

Is the 2006-2007 application and informational packet the correct one for this year?

Yes. The 2006-2007 is the correct application. It can be found online at our website <http://www.library.ca.gov/cclpep/index.cfm>. The money that is distributed for funding comes from this current fiscal year 2006-2007. **The deadline for the application is March 15, 2007.** The deadline for the completion of any projects awarded funding is June 30, 2008.

How many awards are expected to be made and are there individual award limits?

In the past, CCLPEP has awarded on average 25-30 grants per year. Last year (2005-2006), 25 grants were awarded. There are no individual award limits. CCLPEP has funded projects as low as \$1,600 to as high as \$217,200.

Who can apply for a CCLPEP Grant?

This program is open to any nonprofit 501(c)(3) organizations, individuals, colleges and universities, cultural institutions, arts organizations, and community organizations, artists, writers, journalists, scholars, and educators, units of government, and consortia composed of any of the above.

My project does not fall under this year's theme. Can I still get funded?

It is possible. CCLPEP will consider any application, and if your project meets the technical criteria and fits a unique need, it may be considered for funding this year. If you are not funded this year, you are welcome to consult with the CCLPEP staff about resubmitting your proposal next year. Please note that the CCLPEP Program manager is not empowered to make unilateral decisions whether or not to fund a project.

My proposal was not excepted last year can I resubmit the same proposal this coming year?

Yes. The proposal can be submitted again but look carefully at this year's grant application and answer questions in this year's application.

Do I still own all the rights to the end product of my project, i.e., the book or film or piece of art?

Unless you have already signed any or all rights away as part of another funding contract, your project belongs to you. CCLPEP reserves the right to negotiate with you to provide additional copies of your work for schools or libraries, or for other educational purposes, and also to use images or excerpts from your project for educational or promotional purposes.

Who is making the decisions about the proposals?

Your proposal is first sent to a technical panel, usually 3-5 individual reviewers. The reviewers will score your proposal and make applicable comments. Approximately the top 20% will be forwarded to the CCLPEP Advisory Committee for further evaluation and the Committee will advise the State Librarian on the final list of projects to fund, via a public meeting and/or conference call. Susan Hildreth, the State Librarian of California, will have the final approval of projects that CCLPEP will fund.

What happens after I finish my project?

It depends. Before submitting an application, please consider some strategies for distribution and/or marketing your project after its completion. If not, CCLPEP may share information about your project with other entities in order to facilitate its use. CCLPEP is not responsible for finding publishers for manuscripts, venues for displaying your project, or other end markets.

What happens if we find out partway through our project that it can't be completed as originally set forth?

Since quarterly reports are required of all grantees, this problem should be detected fairly early on, explained in the report, and addressed from there. CCLPEP will make every effort to work with you to create a mutually satisfactory change in your project scope and contract. If the project cannot be adapted to the satisfaction of the State Librarian, however, the CCLPEP reserves the right to sever the contract.

Can supplemental grants be given for projects?

No. However, it is possible to apply for additional funding for a project in the next grant cycle year to complete another portion of the project.

Why is this only about Japanese Americans?

It isn't, actually. There have been a number of projects funded that have dealt with other communities impacted during WWII, such as the Italian Americans, or the Japanese Latin Americans. In addition, many projects deal with a broader scope of civil rights, and discuss history and issues that have impacted other communities. However, CCLPEP's mission is to ensure that accurate, relevant, and first-hand stories of the Japanese American experience during WWII are produced and made available to the broader public so that all may learn from this lesson in our nation's history.

Do I need a fiscal sponsor to be able to receive a CCLPEP grant?

Fiscal sponsors are not required. However, if you choose to work with a fiscal sponsor, please note that California State Library policy requires administrative fees do not exceed 10% of the total project cost.

If an applicant is able to provide matching funds, will this be taken into consideration in the review process? Is there a preference for cash or in-kind contributions?

Yes, the ability to have matching funds will be considered when reviewing applications. Since there is a limited amount of CCLPEP grant money, the utilization of a CCLPEP grant to leverage additional funds is considered a positive attribute of a proposal. There is no preference between cash or in-kind contributions.

Can I use CCLPEP funds for personnel costs?

You may use up to 20% of your total grant award to underwrite salaries and benefits for permanent staff, but there are no limitations on stipends or honoraria for project-specific personnel.

Does the program tend to be competitive in terms of applications submitted and those actually funded?

Yes, only 20 to 30 percent of all applications that are received in a given year are funded through CCLPEP.

When making a budget proposal what happens if the award is not for as much as you requested. How do you downscale your project?

Negotiations are conducted between the prospective grantee and the advisory committee when determining the scope of the project. The more information you can show on your proposed budget the better.

I need a comprehensive explanation of the budget process?

The grantee is responsible for the submission of quarterly narrative and financial reports. These reports reflect a description of work completed each quarter and expenditures made by the grantee. These reports are due one month following the end of each quarter. To obtain payment, the grantee shall submit authorized claims provided by the California State Library for that purpose. The final 25% of the grant award is paid upon the completion of the project.

Is there anyway to access copies of successfully funded proposals?

Yes, the past proposals are public records so if you are interested in seeing specific proposals you can either come to our office in Sacramento or e-mail requests for copies of specific proposals to the CCLPEP e-mail address. cclpep@library.ca.gov.

How can I get more information about this year's application and process?

The CCLPEP Program staff will be traveling around the state to hold public information meetings. These meetings will likely be held in cooperation with community groups in your area, and publicized to the extent possible. Check the CCLPEP website: www.library.ca.gov/cclpep for the schedule of meetings. If you

cannot attend any of the meetings, you may call or email the Program manager until the final filing date. To the extent possible, the Program manager will post replies to additional questions on the current website.